

**Minutes of a meeting of the Parochial Church Council of St Dionysius Church,  
Market Harborough, held in The Church at 7.00pm on Wednesday 18th May 2016**

**Present.** George Marshall (Chair), Pat Brafield, Garry Davies, Angie Hill (Honorary Treasurer), Sarah Hix, Ken Hook, Elizabeth Howe, Shora Montgomerie (a part), Samantha Peverett, The Revd. Andrew Quigley, Rennie Quinn, Anthony Sharp (Honorary Secretary), Brian Tanner and Sandra Ward

**Prayers.** The meeting opened with prayers led by The Revd Andrew Quigley and Bible reflection.

**1. Welcome & Apologies.** The Chair welcomed everyone to the meeting.

Apologies were received from Myra Anhoury, Paul Betts, Roger Brookstein, Chris Davies, Sally Duke and Deirdre Quinn.

**2.** To consider and approve The Child Protection Policy for the Church for 2016.

The necessary legal documents relating to The Church's Protection Policy had been circulated prior to the meeting. Under the Guidance of Shora Montgomerie who had recently stepped down from the position of St Dionysius' co-ordinator of Children & Family Work, but who attended this meeting to assist Samantha Peverett the new holder of this position, all documents were approved and properly signed by the Acting Team Rector, Vice Chair and Churchwardens. They were then handed to Samantha Peverett who would attend to their safekeeping.

Samantha Peverett thanked Shora for all her assistance. then made the following comments.

- She explained that the PCC has the 'ultimate responsibility for safeguarding' in the church under section 16 of Policy and Procedures for the Safeguarding of Children and Young People in our Church.
- Bell ringers were in the process of applying for Disclosure and Barring Service (DBS) checks and putting measures in place to ensure they comply with the Central Council of Church Bell Ringers' new guidelines.
- Music Group – there is at the moment only one minor who attends who doesn't have a parent present. Their parent has written a letter to the group informing them of their consent for him to attend without a parent.
- Choir – there are no under 18's in this group.
- Dippers and Divers: all leaders and helpers have been DBS checked but no first aid certificates are held amongst leaders of Dippers and Divers or Di's Ducklings. Some leaders have first aid training annually but not from certificated courses.
- Di's Ducklings' leaders have all been DBS checked or are in the process of being checked and children attend with their parents.

It was agreed that it was good practice to have a first aider always available within the Church, but the practicalities of this should not be underestimated. There was no defibrillator in The Church and it was agreed that this should be discussed further at the next meeting. Both these issues would also be discussed at the next staff meeting.

**ACTION. Anthony Sharp**

**3. Minutes.**

The Minutes of the previous meeting held on Wednesday 16<sup>th</sup> March 2016 were approved and signed following one amendment.

## **Matters arising.**

**3.1. Item 2.1 The Donation Box** Brian Tanner reported that he had been in contact with the suppliers and the delivery date promised was the week beginning 13<sup>th</sup> June. He would liaise with Ken Hook over this.

**ACTION. Brian Tanner.**

## **3.2 Item 2.3 The Church's financial contribution for 2017**

Brian Tanner reported that he had drafted a letter to the Diocese about the 2016 Contribution from the Parish, but was uncertain about some of the wording of the letter. The meeting agreed that he should focus on the Minute 2.3 Item 8.2 of the March meeting which apart from the quotation of the date – 2017 should be 2016- was accurate.

**ACTION. Brian Tanner**

## **3.3 Item 5.1 To consider an appropriate meeting date for a presentation from the Pioneer Ministers**

The Chair reported that he had written to the 3 Pioneer Ministers but had not heard back from David Palmer. The meeting agreed that an invitation should be extended to Jonathan and Emma Dowman to give a presentation on their work at the September PCC meeting (21/9/16). The Chair agreed to undertake the invitation.

**ACTION. George Marshall**

## **3.4 Item 4.2 Replacement of Church CCTV Monitor**

Pat Brafield reported that the CCTV Monitor in Church had now been replaced at a cost of £240 + VAT. She had written to Ian Clarkson asking whether the Dorothy Smith Bequest Forum would be able to pay for this charge.

## **4. To consider matters relating to The Mission Partnership**

### **4.1 To consider the appointment of a Mission Partnership representative from the PCC**

In the absence of any volunteer from the meeting, the Chair agreed to take this role of Mission Partnership representative for St Dionysius on himself. It was proposed by Sandra Ward and seconded by Sarah Hix. It was unanimously approved.

### **4.2 Other matters**

4 Reports had been circulated prior to the meeting. The Reports showed that progress with the Mission Partnership was not moving as satisfactorily or as quickly as was at first hoped. Certain concerns remained about the philosophy of all parishes involved working together; however nothing was 'set in stone' and it was hoped that matters could be speedily moved on.

## **5. Any Other Business**

### **5.1 Service Times**

The Revd Andrew Quigley, The Acting Team Rector raised the issue again of quoting an approximate length of time for each Service in Church as they were advertised. This had been discussed at the PCC meeting in March following a request from Dawn O'Connell and rejected on the grounds that it was a 'step too far'. It was agreed that in the interest of hospitality and openness additional information would be placed on the website and approximate times given.

### **5.2 To confirm the beneficiary of the 2016 Church Fete, proposed as VASL**

Rennie Quinn spoke on behalf of Julia Trapp and the Fete Committee who had proposed that the beneficiary of £500 of the surplus of the Fete this year should be donated to Voluntary Action South Leicestershire (VASL). This was agreed unanimously.

### **5.3. Minutes to be made public.**

Elizabeth Howe raised a query from a parishioner about making the Minutes of the PCC available to the congregation. The Secretary suggested that if this was agreed the website would probably be the best vehicle for this. The matter would be discussed further at the next meeting.

### **ACTION. Anthony Sharp**

## **6 Election of Officers for 2016:-**

### **6.1. Election of Officers**

Andrew Quigley led this item and the meeting unanimously approved the appointment of the following officers:-

Vice Chair- George Marshall. Proposed by Sandra Ward, Seconded Ken Hook

Honorary Secretary - Anthony Sharp. Proposed by Sandra Ward and seconded by Garry Davies

Honorary Treasurer - Angie Hill. Proposed by Sandra Ward and seconded by Garry Davies

Electoral Roll Officer - George Cator. Proposed by Sandra Ward and seconded by Garry Davies

### **6.2 To consider co-options onto the PCC**

The meeting unanimously agreed the co-option onto the PCC for a further year of Ken Hook, the Chair of the Fabric Committee & Rennie Quinn Liaison of Finance & Fabric.

## **7. The Annual Parish Church Meeting**

### **7.1 To review the Annual Parish Church Meeting on 27th April and consider feedback received.**

The meeting agreed that the APCM in April was a considerable success and the Secretary confirmed that there were 44 attendees. This number was slightly lower than usual, but bearing in mind the horrendous weather on that evening this was considered to be unsurprising.

The Chair thanked Andrew Quigley for chairing the evening so well.

### **7.2 To confirm the appointment of four officers to be represented on The Deanery Synod following the APCM**

The meeting unanimously confirmed the appointment of the following three new officers to be represented on the Deanery Synod for St Dionysius - George Marshall, Paul Betts and Sally Duke. George Marshall, Paul Betts and Sally Duke were proposed by Pat Brafield and seconded by Sarah Hix.

### **7.3 To complete the List of members of The Parish Sub Committees- last year's list.**

An amended list of members of the Parish Sub Committees for 2015 was circulated prior to the meeting.

The Chair took the meeting through the list and these were updated- please see attached updated list attached to these Minutes.

#### **7.4 To reconsider further clarification and updating of the Communications Structure document**

An amended version of the Organisational Structure document was circulated prior to the meeting. It was approved by the meeting and agreed that a copy should be placed on the Notice Board of The Church.

**ACTION.** Anthony Sharp

#### **8. WORSHIP & NURTURE-led by George Marshall**

##### **8.1 To receive a report on the Children's & Family Ministry within the parish.**

Sam Peverett made the following comments:-

- A new 'explore together' approach is being trialled at Dippers and Divers with Dawn O'Connell's assistance.
- Training was given to Dippers and Divers leaders by Dawn O'Connell last week on the new 'Explore Together' initiative.
- Older children are now training as acolytes.
- The replacement for Sarah Brand at Dippers and Divers is Rachel Buckby.
- There was a need to encourage closer links with Di's Ducklings and younger children into Dippers and Divers. We have tried open days and plan another one for September. We have tried a Dippers and Divers' leader visiting the group. Further ideas welcomed.
- It was important to encourage other members of the church congregation to support children and families work as many of the current people involved are mums and dads with children attending and they don't have much spare time to contribute to new initiatives.
- In talks with Dawn O'Connell to reinstate messy church, there is a need for more of a whole church community approach like at St Hugh's and mixed ages getting involved

Lynda Meadows, who has led Di's Ducklings for the last 3 years, is stepping down this July and The Secretary was asked to write and thank her for her work.

**ACTION.** Anthony Sharp

It was agreed that Insurance cover for these events needed to be looked into and Angie Hill would liaise with Sam Peverett over the matter.

**ACTION** Angie Hill & Samantha Peverett

The PCC wished to inform Dawn O'Connell that they would support her ideas if she could make some information available to the congregation.

**ACTION** Samantha Peverett

#### **9. PASTORAL CARE, MISSION & OUTREACH- led by Sarah Hix**

##### **9.1 To receive a report from The Churches Together Forum**

Various reports from Churches Together, particularly relating to their recent Annual General Meeting- were circulated prior to the meeting and a Report from the Cube was tabled. This latter Report is attached to these Minutes for those who were unable to attend the PCC meeting.

## **10. FINANCE & FABRIC- led by Rennie Quinn**

### **10.1 To consider any queries arising from the presentation on Re-ordering of the Church at the APCM**

A short Report on the current position of the Re-Ordering project was circulated prior to the meeting. The meeting agreed that Rennie Quinn should now give the Architects the 'green light'. It was doubtful as to whether it would be a fixed price contract because of the state and age of the building.

The Diocesan DAC visited the Church on 13<sup>th</sup> May and the results were very positive. It was agreed that The Architects can now be asked to proceed with providing the detailed work.

#### **Addendum to these Minutes.**

The Minutes of the last Cox/Wall meeting held on 28<sup>th</sup> January 2016 state the following with regard to the reordering:-

"The committee agreed that £100,000 could be committed to the project from Cox/Wall.....An initial figure of £10,000 was also approved to cover architect's fees and other pre-work costs." (January 28th 2016.)

### **10.2 To receive a report from the Finance Committee including the Treasurer's summary accounts for the year to date**

A Finance Committee Report and the Treasurer's Summary accounts for the year to date were circulated prior to the meeting. Brian Tanner repeated his concerns about the level of Planned Giving income. It was also agreed that the amount of the energy costs should be better investigated by the Committee into the precise amount of energy used. This investigation would be undertaken in conjunction with Bill Anhoury.

#### **ACTION. Finance Committee**

### **10.3 To receive a report from the Fabric Committee including a report on The Church Community Hall**

A Fabric Committee and Community Hall Report had been circulated prior to the meeting.

Ken Hook stated he had obtained what he considered to be outrageously high estimates for the work on the sound boards from 2 firms in Market Harborough. He would now obtain further estimates which hopefully would be more realistic.

#### **ACTION Ken Hook**

## **11. OTHER BUSINESS- led by George Marshall**

### **11.1 To receive an update report of the progress being made to recruit a new Team Rector, including the meeting on 11<sup>th</sup> May to deal with Section 11**

George Marshall had circulated by email attachment the final advert for the post of Team Rector and this was approved by the meeting. It seemed that September would be the first opportunity for interviews to take place.

**12. Correspondence.**

The Secretary reported that there was no correspondence to report on.

**13. To note the dates of the remaining PCC meetings for 2016**

A copy of the Diary Dates document was circulated prior to the meeting. The Chair and Secretary would discuss together with the Treasurer the necessity or otherwise of holding the Extraordinary PCC meeting arranged for 22<sup>nd</sup> June.

**ACTION George Marshall, Angie Hill & Anthony Sharp**

The date of the next ordinary PCC Meeting will be held on Wednesday 20<sup>th</sup> July 2016 in Church at 7.00pm

The meeting closed with The Grace.